

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-545

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RECORDS RETENTION AND DISPOSAL SCHEDULE

St. Mary's County Government		Personnel Office
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>Official Personnel Folder</u> A. Employment application; employment references; test scores; authority to hire; County Commissioners approval of appointment; health statement or result of physical examination; DMV driving record; employment contract; personnel actions; performance evaluations; records of training; letters of commendation. B. Requests for personnel action; position descriptions; follow up notices; other non-record documents.	Retain in office until termination of employment and four years thereafter. Then place records on microfiche and destroy paper records. Retain in office until termination of employment, then destroy.
2.	<u>Employment Register (Listings of Applicants)</u> County Commissioner approval to hire; position description; vacancy announcement; announcement and distribution list; letters to applicants; test scores; PIC/Vet contract; crediting plan; rating sheets; employment register; County Commissioner approval of appointment.	Retain in office for three years then destroy.
3.	<u>Certificate of Eligibles</u> Referral listings to supervisors of top ranked applicants.	Retain in office for three years then destroy.
4.	<u>Employment Applications</u> Job applications filed alphabetically by position for which application is made.	Retain in office during the life of the register or one year which ever comes later.
5.	<u>Position Descriptions</u> Duplicate position descriptions arranged in alphabetical order by department.	Retain in office until superceded then destroy.
6.	<u>Subject Reference File</u> Miscellaneous file containing general	Retain in office until no longer needed then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

Date

Signature

Title

Date

State Archivist

Gerda Manson, Personnel Officer

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
	information and procedures, reports and correspondence, newsletters.	
7.	<u>Personnel Transactions</u> Chronological copies of Personnel Actions.	Retain in office for three years then destroy.
8.	<u>Reading File</u> Copy of all correspondence filed in chronological order.	Retain in office for three years then destroy.
9.	<u>Forms</u> A non-record file containing an inventory of blank forms used in the Personnel Office.	Retain in office until superceded, then destroy.
10.	<u>Contract File</u> Copies of employment contracts.	Retain for five years then destroy.
11.	<u>Testing Material</u> Test booklets; answer sheets; scoring keys; and instructions.	Retain in locked file cabinet in office until superceded, then destroy.
12.	<u>Personnel Policies and Procedures</u> Personnel policies, laws, and procedures and correspondence regarding update of personnel manual.	Retain in office for five years, then store one copy of each update in records center and destroy the rest.
13.	<u>Position Control File</u> Employee Record Card which contains employment history and personal information.	Retain in office until termination of employment and for ten years thereafter, then destroy.